

Merced County Occupational Outlook 2002



*Merced County
Department of Workforce Investment*

A Product of the

California Cooperative Occupational Information System



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The State of California Employment Development Department
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And The California Occupational Information Coordinating Committee
<http://www.californiacareers.info>.

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This study is a result of efforts by the Merced County Department of Workforce Investment and the State of California's Employment Development Department. It provides labor market information on selected occupations in Merced County.

We must give credit to the many employers whose patient responses to this survey provided the foundation for the occupational summaries in this report.

Additionally, many thanks to the **Merced County Board of Supervisors**, the **Merced County Workforce Investment Board**, its **Youth Council**, **Merced County Worknet** and the educational community, for without their collaboration, this document would not have been possible. We deeply appreciate their contribution in sharing information and knowledge of the local labor market.

California Cooperative Occupational Information System (CCOIS)
Agencies Publishing Occupational Outlook Reports (OOR) throughout California

Alameda County

Oakland Private Industry Council
1212 Broadway, Suite 300
Oakland CA 94612
Phone: (510) 768-4409
Fax: (510) 451-4049

Butte County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Contra Costa County

Workforce Invest. Bd of Contra Costa County
2425 Bisso Lane, Suite 100
Concord CA 94520
Phone: (925) 646-5023
Fax: (925) 646-5517

Fresno County

Fresno Workforce Development Board
1999 Tuolumne Street, Suite 700
Fresno CA 93721
Phone: (559) 490-7174
Fax: (559) 498-7654

Imperial County

Workforce Investment Bd. Of Imperial County
760 Main Street
El Centro, CA 92243
Phone: (760) 336-2239
Fax: (760) 353-6594

Kings County

Job Training Office
Kings County Government Center
Hanford CA 93230
Phone: (559) 585-4727
Fax: (559) 585-7398

Los Angeles County

Long Beach Business Development Center
200 Pine Avenue, Suite 400
Long Beach CA 90802
Phone: (562) 570-3807
Fax: (562) 570-3897

Mariposa County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 553-1079

Modoc County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Napa County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Alpine County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Calaveras County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 563-1079

Del Norte County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville, CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Glenn County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95991
Phone: (530) 822-7145
Fax: (530) 822-7150

Inyo County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6954
Fax: (661) 336-6858

Lake County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City CA 95991
Phone: (530) 343-6210
Fax: (530) 343-6105

Madera County

Madera Co. Workforce Development Office
209 East 7th Street
Madera CA 93638
Phone: (559) 662-4500
Fax: (559) 673-1794

Mendocino County

Mendocino Co. Private Industry Council
630 Kings Court, Suite 204
Ukiah CA 96593
Phone: (707) 468-1402
Fax: (707) 468-0408

Mono County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6954
Fax: (805) 336-6858

Nevada County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Amador County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 553-1079

Colusa County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95973
Phone: (530) 343-6210
Fax: (530) 343-6105

El Dorado County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Humboldt County

Humboldt Co. Employment Training Dept.
930 Sixth Street
Eureka CA 95501
Phone: (707) 441-4642
Fax: (707) 445-6228

Kern County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6954
Fax: (805) 336-6858

Lassen County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville, CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Marin County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Merced County

Department of Workforce Investment
1880 Wardrobe Avenue
Merced CA 95340
Phone: (209) 724-2000
Fax: (209) 725-3592

Monterey County

Monterey County Private Industry Council
730 La Guardia Street
Salinas CA 93905
Phone: (831) 796-3312
Fax: (831) 755-3246

Orange County

Job Training Partnership Agency
1300 South Grand Ave., Bldg. B, 3rd Floor
Santa Ana CA 92705
Phone: (714) 567-7414
Fax: (714) 834-7132

California Cooperative Occupational Information System (CCOIS)
Agencies Publishing Occupational Outlook Reports (OOR) throughout California

Placer County

Golden Sierra Job Training Agency
 117 New Mohawk, Suite E
 Nevada City CA 95959
 Phone: (530) 265-3201
 Fax: (530) 265-5297

Sacramento County

Sacramento Employment & Training Agency
 Svcs.
 1122 Del Paso Blvd
 Sacramento CA 95818
 Phone: (916) 263-3858
 Fax: (916) 263-8427

San Diego County

San Diego Workforce Partnership
 Dev. Dept.
 1551 4th Avenue, Suite 600
 San Diego CA 92101
 Phone: (619) 744-0354
 Fax: (619) 544-9691

San Luis Obispo County

Private Industry Council of San Luis Obispo
 Network
 4111 Broad Street, Suite A
 San Luis Obispo CA 93401
 Phone: (805) 788-2616
 Fax: (805) 541-4117

Santa Clara County

NOVA Private Industry Council
 505 W. Olive, Suite 550
 Sunnyvale CA 95023
 Phone: (408) 552-1049
 Fax: (408) 773-9054

Sierra County

Golden Sierra Job Training Agency
 117 New Mohawk, Suite E
 Nevada City CA 95959
 Phone: (530) 265-3201
 Fax: (530) 265-5297

Sonoma County

North Bay Employment Connection
 1700 Second Street, Suite 378
 Napa CA 94559
 Phone: (707) 259-8679
 Fax: (707) 259-8681

Tehama County

Private Industry Council of Butte County
 2185 Baldwin Avenue
 Yuba City CA 95991
 Phone: (530) 343-6210
 Fax: (530) 343-6105

Tuolumne County

Mother Lode Job Training Agency
 Agency
 19900 Cedar Road North
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 Phone: (209) 533-3396

Yuba County

North Central Counties Consortium
 1215 Plumas Street, Suite 1800
 Yuba City CA 95991
 Phone: (530) 343-6210
 Fax: (530) 343-6105

Plumas County

Private Industry Council of Butte County
 2185 Baldwin Avenue
 Oroville CA 95966
 Phone: (530) 343-6210
 Fax: (530) 343-6405

San Benito County

NOVA Private Industry Council

 505 W. Olive, Suite 550
 Sunnyvale CA 95023
 Phone: (408) 730-7232
 Fax: (408) 773-9054

San Francisco County

Private Industry Council of San Francisco

 1650 Mission Street, Suite 300
 San Francisco CA 94103
 Phone: (415) 5431-8700
 Fax: (415) 431-8702

San Mateo County

NOVA Private Industry Council

 505 W. Olive, Suite 550
 Sunnyvale CA 95023
 Phone: (408) 663-1049
 Fax: (408) 773-9054

Santa Cruz County

Monterey County Private Industry Council
 730 La Guardia Street
 Salinas CA 93905
 Phone: (831) 796-3312
 Fax: (831) 755-3246

Siskiyou County

Private Industry Council of Butte County
 2185 Baldwin Avenue
 Oroville CA 95966
 Phone: (530) 343-6210
 Fax: (530) 343-6105

Stanislaus County

Stanislaus Co. Dept. of Education & Training
 251 East Hackett Road C2
 Modesto CA 95353
 Phone: (209) 558-2107
 Fax: (209) 558-2164

Trinity County

Private Industry Council of Butte County
 2185 Baldwin Avenue
 Oroville CA 95966
 Phone: (530) 343-6210
 Fax: (530) 343-6105

Ventura County

Co. of Ventura Workforce Development Div.
 505 Poli Street
 Ventura CA 93001
 Phone: (805) 652-7892
 Fax: (805) 652-7842
 Fax: (916) 263-8427

Riverside County

Riverside Co. Workforce Development
 1151 Spruce Street
 Riverside CA 92502
 Phone: (909) 955-1029
 Fax: (909) 955-3131

San Bernardino County

Co. of San Bernardino Jobs & Empl.

 851 S. Mount Vernon Ave, Suite 22
 Colton CA 92324
 Phone: (909) 872-1574
 Fax: (909) 873-1578

San Joaquin County

S. Joaquin County PIC/Empl. & Econ.

 850 N. Hunter Street
 Stockton CA 95202
 Phone: (209) 468-3600
 Fax: (209) 462-9063

Santa Barbara County

Santa Barbara County Job Training

 1147 Huasna Road
 Arroyo Grande CA 93420
 Phone: (805) 882-3676
 Fax: (805) 739-8651

Shasta County

Shasta County Private Industry Council
 1220 Sacramento Street
 Redding CA 96001
 Phone: (530) 245-1584
 Fax: (530) 245-1596

Solano County

North Bay Employment Connection
 1700 Second Street, Suite 378
 Napa CA 94559
 Phone: (707) 259-8679
 Fax: (707) 259-8681

Sutter County

North Central Counties Consortium
 1215 Plumas Street, Suite 1800
 Yuba City CA 95991
 Phone: (530) 343-6210
 Fax: (530) 343-6105

Tulare County

Tulare County Private Industry Council
 2374 West Whitendale
 Visalia CA 93277
 Phone: (559) 737-4246
 Fax: (559) 737-4252

Yolo County

Sacramento Employment & Training
 1122 Del Paso Blvd.
 Sacramento CA 95818
 Phone: (916) 263-3858

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a function of a partnership between state and local agencies. Staff of Merced County Department of Workforce Investment, with assistance from the California State Employment Development Department (EDD), Labor Market Information Division (LMID) prepared this material. The purpose of this OOR is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the labor market analyst at Merced County Department of Workforce Investment at (209) 724-2152.

Information in the Occupational Summaries portion of this report, unless otherwise noted, applies specifically to Merced County. The data contained in this report was collected from June 2002 through December 2002. Local users of occupational information selected the occupations presented for study. These users include program administrators, vocational planners and counselors, employers and others.

FORMAT CHANGES

Please note that Occupational Summaries for 2002 are changed from those completed in previous editions of the Merced County Occupational Outlook. The information is, the same for previous years; however, for summaries of 2002 occupations the skills requirements as defined by the U.S. Bureau of Labor Statistics' (BLS) Training Levels have been included for each occupation surveyed.

Following are descriptions of each section of the Occupational Summaries:

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistic (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

WAGES AND BENEFITS

The wage data enable comparisons of salary ranges across occupations. The data are not intended to represent official prevailing wages. The ranges are based solely on employer surveys and contacts with unions. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wage data were collected during the time period stated above, and reflect the following definitions:

New to firm, no experience:	Wages paid to persons trained but without paid experience in the occupation.
New to firm, experienced:	Wages paid to journey-level or experienced persons just starting at the firm.
3+ years with firm:	Wages generally paid to persons with more than three years journey-level experience at firm.

Although wages are shown to nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits are shown as the percentage of employers offering each benefit to full-time employees.

INTRODUCTION (continued)

EMPLOYER REQUIREMENTS

This section presents the amount and kinds of work experience, training, and education required by surveyed employers. Also included are skills, licenses and computer software skills.

EMPLOYMENT TRENDS

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry or experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area are defined as:

Very Difficult	-	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.
Moderately Difficult	-	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.
Not Difficult	-	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When reference is made to “all, almost all, most, many, some, or few” of the survey respondents, the following guidelines apply: (for surveys completed in 2000 and 2001)

All employers	-	100% of responding employers
Almost all employers	-	80% up to but not including 100% of responding employers
Most employers	-	60% up to but not including 80% of responding employers
Many employers	-	40% up to but not including 60% of responding employers
Some employers	-	20% up to but not including 40% of responding employers
Few employers	-	less than 20%

The size of the occupation is included in this section. The terms used to describe the size of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Merced County is measured using the following scale:

Small	-	employment of less than 74
Medium	-	employment of 74 up to but not including 148
Large	-	employment of 148 up to but not including 321
Very Large	-	employment of 321 or more

INTRODUCTION (continued)

One of the several standard terms to describe the expected growth rate for the outlook period are as follows:

Much faster than average	-	29.4% or more job growth from 1999 to 2006
Faster than average	-	21.6% up to but not including 29.4% job growth from 1999 to 2006
Average	-	17.6% up to but not including 21.6% job growth from 1999 to 2006
Slower than average	-	2.0% up to but not including 17.6% job growth from 1999 to 2006
Remain stable	-	-2.0% up to but not including 2.0% job growth from 1999 to 2006
Slow decline	-	less than -2.0% job growth from 1999 to 2006

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, and training, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. To maximize the use of this information, please contact the labor market information unit at (209) 724-2152.

PROGRAM METHODS

OCCUPATION SELECTION

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by the Department of Workforce Investment staff to narrow down the list of occupations to be surveyed. The criteria were:

- ❖ The occupation has a substantial employment base in the county;
- ❖ There is a substantial number of projected job openings in the county

To prepare the list, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected growth rates for occupations in Merced County. Using these tables, occupations that showed a strong projected growth rate and/or have a substantial employment base and are expected to have a substantial need for replacement employees were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of the Merced County Workforce Investment Board, employers, and Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupation.

TITLE & DEFINITION of OCCUPATIONS

An occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's, Bureau of Labor Statistics (BLS), or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor's, Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in developing the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed databases of employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical records technician would generally work for a firm classified in the health services category, whereas a general office clerk may be scattered across several industries - health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by Department of Workforce Investment staff and as appropriate employers were added and deleted to obtain a sample of 40 employers.

SURVEY PROCEDURES

The Department of Workforce Investment used the following survey procedures:

- Staff began by attempting to obtain the phone numbers for each employer on the finalized list of employers proposed for study. Some employers were eliminated from the list at this time because they were no longer in business or a local address or phone number could not be verified without extraordinary efforts.
- Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. They were read the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or sent a survey by mail or fax, or a personal visit was made.
- Employers not responding after ten working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.
- All surveys were reviewed by the Department of Workforce Investment Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.
- In addition to contacting employers, the Department of Workforce Investment staff contacted labor unions, employment agencies, training providers, etc. to learn about a specific occupation.

TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were produced. From those tabulations the data were analyzed and the final occupational summaries were prepared by an experienced Department of Workforce Investment staff. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information is and will remain confidential.

California Occupational Guides

The California Occupational Guides are a series of about 300 information sheets covering individual occupations or groups of related occupations. They provide statewide information about job duties, working conditions, employment outlook, wages, benefits, entrance requirements, and training.

The Guides, if available, are indicated by number for each occupation included in this report.

They can be located at the following Internet address:

<http://www.calmis.ca.gov/htmlfile/subject/guide.htm>

OCCUPATIONAL SUMMARIES

The following occupations were surveyed for the 2002 Occupational Outlook Report:

- ◆ Assemblers and Fabricators
- ◆ Billing, Cost and Rate Clerks
- ◆ Food Preparation Workers
- ◆ General Office Clerks
- ◆ Heating, Air Conditioning and Refrigeration Mechanics and Installers
- ◆ Hosts, Hostesses—Restaurant, Lounge or Coffee Shop
- ◆ Licensed Vocational Nurse
- ◆ Medical Assistants
- ◆ Medical and Clinical Laboratory Assistants
- ◆ Plumbers, Pipefitters and Steamfitters
- ◆ Radiologic Technologists
- ◆ Registered Nurses
- ◆ Secretaries, except Legal and Medical
- ◆ Stock Clerks—Sales Floor
- ◆ Traffic, Shipping and Receiving Clerks
- ◆ Truck Drivers—Heavy or Tractor Trailer
- ◆ Truck Drivers, Light—Include Delivery and Route
- ◆ Welders and Cutters
- ◆ Welding Machine Operators and Tenders
- ◆ Wood Machinists

- **Wage information for 2002 occupational summaries reflect the current minimum wage of \$6.75 per hour.**

ASSEMBLERS AND FABRICATORS EXCEPT MACHINE, ELECTRICAL ELECTRONIC, PRECISION

OES Code: 939560

Surveyed: 2002

10 Firms Responded—92 Employees—19 New Hires

DESCRIPTION

Assemblers and Fabricators (except Machine, Electrical, Electronic and Precision) in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. It should be noted that few employers hire the inexperienced applicant. Most employment opportunities are generated through turnover; some are from growth. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants and the Employment Development Department.

Where the Jobs Are

SIC	Industry
243	Millwork, Veneer, Plywood, and Structural Wood
251	Household Furniture
265	Paperboard Containers and Boxes

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Faster Than Average

Job Growth	24%	Forecast	
Openings	120	1999	500
Separations	70	2006	620

Thirty percent of employers report growth in occupational employment over the previous 12 months; 70 percent report stability. Over the next 24 months, 70 percent of employers expect stability in occupational employment; 30 percent expect growth.

Gender

Ninety-six percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Specific Vocational Preparation (SVP): 2

(Anything beyond short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development	2
Mathematical Development	1
Language Development	1

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	4	K-Motor Coordination	4
V-Verbal aptitude	4	F-Finger Dexterity	3
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	3		

Related DOT Titles

Title	DOT Code
ASSEMBLER PRODUCTION	706.687-010
ASSEMBLER ARRANGER	739.687-010
FABRICATOR SPECIAL ITEMS	804.281-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	80	10	10
Other occupational experience	22	78	0

Average Experience: 9 months in the occupation

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	56	44	0
Technical or Vocational training required	0	90	10

Type of training: 5 months—Welding School

Education: Minimum Requirement	Percent
Less than HS graduate	20
High school graduate or equivalent	80

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$6.75	\$6.75
New Hire, W/Exp.	\$6.75	\$9.00	\$8.25
3+ Years W/Firm	\$8.00	\$12.00	\$11.00

Other compensation: None Reported

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 25 hours/week. All employers work a day shift. Sixty-four percent of the firms surveyed indicated they promote from within.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	50	30	20
Dental Insurance	0	20	80
Vision Insurance	0	30	70
Life Insurance	40	0	60
Sick Leave	40	0	60
Vacation	70	0	30
Retirement Plan	30	30	40
Child Care	0	0	100

BILLING, COST AND RATE CLERKS

OES Code: 553440

Surveyed: 2002

18 Firms Responded - 67 Employees - 13 New Hires

DESCRIPTION

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of fully experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. It should be noted that many employers do not hire the inexperienced applicant. Some employment opportunities are generated through turnover; but most are from growth. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
421	Trucking & Courier Services
551	Wholesale-Durable Goods
736	Services

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Average

Job Growth	18.2%	Forecast
Openings	20	1999 110
Separations	20	2006 130

Seventy-two percent of employers report stability in occupational employment over the previous 12 months; 28 percent report growth. Over the next 24 months, 56 percent of employers expect stability in occupational employment; 44 percent expect growth.

Gender

Eighty-five percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Specific Vocational Preparation (SVP): 4

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development	4
Mathematical Development	3
Language Development	3

Aptitudes:

G-Intelligence	3	K-Motor Coordination	2
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	4
Q-Clerical Perception	2		

See Appendix A, Page 33 for Explanations

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Related DOT Titles

Title	DOT Code
BILLING CLERK (clerical)	214.362-042
PAYROLL CLERK	215.482-010
BILLING-CONTROL CLERK	214.482-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	Not Required But Preferred
Work experience required	44	12
Other occupational experience accepted	40	0

Average Experience: 15 months in the occupation

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	30	70	0
Technical or Vocational training required	11	89	0

Type of training: 6 months—Clerical/Accounting

Education: Minimum Requirement	Percent
Less than HS graduate	6
High school graduate or equivalent	89
Bachelors Degree	6

Computer Software: Word processing, spreadsheet and database skills.

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$10.00	\$7.75
New Hire, W/Exp.	\$6.75	\$12.00	\$9.00
3+ Years W/Firm	\$6.75	\$15.00	\$12.00

Other compensation: None Reported

Almost all the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 25 to 30 hours/week. There were no temporary positions. All employees with firms surveyed work the day shift. Almost all of employers report little promotional opportunities.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	44	28	17
Dental Insurance	28	28	28
Vision Insurance	28	28	33
Life Insurance	39	17	39
Sick Leave	33	11	50
Vacation	56	17	17
Retirement Plan	39	11	39
Child Care	6	0	89

FOOD PREPARATION WORKERS

OES Code: 650380

Surveyed: 2002

15 Firms Responded - 861 Employees - 773 New Hires

DESCRIPTION

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants while demand is somewhat greater than the supply of inexperienced applicants. Qualified and inexperienced applicants encounter little competition in their job search. It should be noted that most employers do hire the inexperienced applicant. Almost all employment opportunities are generated through turnover; very little are from growth or promotions. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
581	Eating & Drinking Establishments
821	Educational Institutions
541	Food & Convenience Stores

Projections (EDD/LMID Projection of Employment)

Projections (EDD/LMID Projection of Employment)
Size of Occupation: Large
Growth Rate: Faster Than Average

Job Growth	24.7%	Forecast
Openings	180	1999 730
Separations	320	2006 910

Sixty-seven percent of employers report stability in occupational employment over the previous 12 months; 33 percent report growth. Over the next 24 months, 53 percent of employers expect stability in occupational employment; 40 percent expect growth. Seven percent expect occupational employment to decline.

Gender

Fifty-four percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Specific Vocational Preparation (SVP): 2

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development	2
Mathematical Development	1
Language Development	1

Aptitudes:

G-Intelligence	4	K-Motor Coordination	4
V-Verbal aptitude	4	F-Finger Dexterity	3
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	4		

See Appendix A, Page 33 for Explanations

Related DOT Titles

Title	DOT Code
FOOD SERVICE WORKER	313.361-014
FOOD ASSEMBLER, KITCHEN	319.484-010
FOOD-SERVICE SUPERVISOR	319.137-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	20	67	13
Other occupational experience accepted	20	80	0

Average Experience: 10 months in the occupation.

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	60	40	0
Technical or Vocational training required	0	100	0

Type of training: 7 months

Education: Minimum Requirement	Percent
Less than HS graduate	67
High school graduate or equivalent	33

Computer Software: Few employers require word processing and spreadsheet knowledge.

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$8.25	\$6.75
New Hire, W/Exp.	\$6.75	\$9.00	\$7.00
3+ Years W/Firm	\$6.75	\$11.07	\$8.75

Other compensation: None Reported

Almost all positions are part-time, with employees working 25 hours/week. Few are full-time, with employees working 35 to 40 hours/week. There were no temporary positions. All employers work a day shift and 67 percent work a swing shift. Sixty-seven percent of employers indicate they promote from within the business.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	20	13	40
Dental Insurance	7	7	60
Vision Insurance	7	7	60
Life Insurance	7	7	60
Sick Leave	13	7	53
Vacation	20	7	47
Retirement Plan	7	7	60
Child Care	0	0	73

GENERAL OFFICE CLERKS

OES Code: 553470

Surveyed: 2002 13 Firms Responded - 24 Employees - 3 New Hires

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Employers do not find it difficult to find inexperienced applicants. It should be noted that some employers do hire the inexperienced applicant. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals and walk-in applicants.

Where the Jobs Are

SIC	Industry
421	Trucking & Courier Services
481	Radiotelephone Communications
508	Wholesale-Durable Goods

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Average

Job Growth	20.2%	Forecast
Openings	200	1999 990
Separations	210	2006 1,190

Seventy-seven percent of employers report stability in occupational employment over the previous 12 months; 23 percent report growth. Over the next 24 months, 54 percent of employers expect stability in occupational employment; 38 percent expect growth and few indicate the occupation will decline.

Gender

Ninety-two percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Specific Vocational Preparation (SVP): 3

(Over 30 days and up to and including 3 months)

General Education Development (GED)

Reasoning Development	3
Mathematical Development	2
Language Development	3

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	3	K-Motor Coordination	4
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	3		

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Related DOT Titles

Title	DOT Code
OFFICE CLERK	209.562-010
OFFICE HELPER	239.567-010
CLERK, GENERAL OFFICE	219.362-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	38	46	15
Other occupational experience accepted	43	57	0
Average Experience: 16 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	14	86	0
Technical or Vocational training required	0	100	0
Type of training: 12 months—Clerical			

Education: Minimum Requirement	Percent
High school graduate or equivalent	100

Computer Software: Word Processing; Spreadsheet; Data Base; Desktop Publishing

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$8.00	\$7.00
New Hire, W/Exp.	\$7.00	\$10.39	\$8.00
3+ Years W/Firm	\$7.00	\$15.75	\$10.00

Other compensation: None Reported

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 20 hours/week. There were no temporary positions. All employees work a day shift. Few work swing shifts. Almost all employers report they do not promote within their firm.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	38	31	15
Dental Insurance	31	31	23
Vision Insurance	15	15	54
Life Insurance	23	23	38
Sick Leave	38	8	38
Vacation	46	15	23
Retirement Plan	15	46	15
Child Care	0	0	85

HEATING, AIR CONDITIONING AND REFRIGERATION

OES Code: 859020

Surveyed: 2002

14 Firms Responded - 85 Employees - 14 New Hires

DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Employers have some difficulty finding qualified and inexperienced applicants at times and qualified and inexperienced applicants may find little competition in their job search. It should be noted that some employers do hire the inexperienced applicant. Some employment opportunities are generated by turnover; as are by growth. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants and school program referrals.

Where the Jobs Are

SIC	Industry
170	Construction –Special Trade Contractors
200	Dairy Industry
760	Miscellaneous Repair Services

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Much Faster Than Average

Job Growth	33.3%	Forecast
Openings	20	1999 60
Separations	10	2006 80

Forty-three percent of employers report growth in occupational employment over the previous 12 months; 57 percent report stability. Over the next 24 months, 50 percent of employers expect growth in employment; 50 percent expect stability to continue.

Gender

Eighty-eight percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Long-term on-the-job-training. Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development	4
Mathematical Development	3
Language Development	3

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	3
S-Spatial Aptitude	2	E-Eye/Hand/Foot Coordina-	4
P-Form Perception	3	C-Color Discrimination	5
Q-Clerical Perception	4		

See Appendix A, Page 33 for Explanations

Related DOT Titles

Title	DOT Code
HVAC INSTALLER-SERVICER	637.261-014
HVAC SERVICER HELPER	637.664-010
AIR CONDITIONING INSTALLER	637.261-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	93	0	7
Other occupational experience accepted	8	92	0

Average Experience: 9 months in the occupation.

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	7	79	14

Type of training: 11 months

Education: Minimum Requirement	Percent
Less than HS graduate	7
High school graduate or equivalent	86
Associate Degree	7

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$8.00	\$8.00	\$8.00
New Hire, W/Exp.	\$9.00	\$15.00	\$11.50
3+ Years W/Firm	\$10.50	\$19.00	\$15.50

Other compensation: None Reported

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 20 hours/week. There were no temporary positions All employees work a day shift. Few employers indicate promotional opportunities while most do not promote from this occupation.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	79	14	0
Dental Insurance	36	36	21
Vision Insurance	29	36	29
Life Insurance	43	29	21
Sick Leave	43	7	43
Vacation	64	7	21
Retirement Plan	36	43	14
Child Care	7	0	86

Surveyed: 2002

11 Firms Responded - 58 Employees - 22 New Hires

DESCRIPTION
Hosts and Hostesses-Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

EMPLOYMENT TRENDS

Supply & Demand
Supply of qualified and inexperienced applicants is considerably greater than demand. Qualified and inexperienced applicants encounter little competition in their job search. It should be noted that all employers hire the inexperienced applicant. Most employment opportunities are generated by turnover and promotions. The top three most successful recruitment methods for employers are walk-in applicants, newspaper ads and employee referrals.

Where the Jobs Are

SIC581

IndustryEating and Drinking Places

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Faster Than Average

Job Growth	22.2%	Forecast	
Openings	20	1999	90
Separations	20	2006	110

Forty-five percent of employers report growth in occupational employment over the previous 12 months; 45 percent report stability and 9 percent indicated decline. Over the next 24 months, 73 percent of employers expect stability in employment; 27 percent expect the industry to grow.

Gender
Seventy-one percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Specific Vocational Preparation (SVP): 6		Aptitudes:	
(Over 1 year up to and including 2 years)		G-Intelligence	3
General Education Development (GED)		K-Motor Coordination	3
Reasoning Development	4	V-Verbal aptitude	3
Mathematical Development	3	F-Finger Dexterity	4
Language Development	4	N-Numerical Aptitude	3
		M-Manual Dexterity	4
		S-Spatial Aptitude	4
		E-Eye/Hand/Foot Coordina-	5
		P-Form Perception	4
		C-Color Discrimination	5
		Q-Clerical Perception	3

See Appendix A, Page 33 for Explanations

Related DOT Titles	
Title	DOT Code
HOST/HOSTESS	352.667-010
HOST/HOSTESS RESTAURANT	310.137-010
HOST/HOSTESS	349.667-014

EMPLOYER REQUIREMENTS			
Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	0	0	0
Other occupational experience accepted	0	0	0
Average Experience: 0 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	0	0	0
Technical or Vocational training required	9	91	0
Type of training: None			

Education: Minimum Requirement	Percent
Less than HS graduate	73
High school graduate or equivalent	27

Computer Software: None

WAGES & BENEFITS			
Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$6.75	\$6.75
New Hire, W/Exp.	\$6.75	\$6.75	\$6.75
3+ Years W/Firm	\$6.75	\$8.75	\$6.75

Other compensation: Tips

Most positions are part-time, with employees working an average of 20 hours/week. Some are full-time, working an average of 38 hours/week. There were no temporary positions. Almost all employees work day and swing shifts. All employers surveyed indicated promotional opportunities exist.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	9	0	27
Dental Insurance	9	0	27
Vision Insurance	9	0	27
Life Insurance	9	0	27
Sick Leave	18	0	18
Vacation	9	0	27
Retirement Plan	9	0	27
Child Care	0	0	36

LICENSED VOCATIONAL NURSE

OES Code: 325050

Surveyed: 2002

9 Firms Responded - 58 Employees - 19 New Hires

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of qualified and inexperienced applicants. Qualified and inexperienced applicants encounter no competition in their job search. It should be noted that some employers do hire some inexperienced applicants. Most employment opportunities are generated by growth of the business, few through turnover. The top three most successful recruitment methods for employers are newspaper ads, school and program referrals and from employee referrals.

Where the Jobs Are

SIC	Industry
801	Doctor's Offices & Clinics
805	Skilled Nursing Care Facilities
808	Home Health Care

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Slower Than Average

Job Growth	11.1%	Forecast
Openings	20	1999 180
Separations	30	2006 200

Thirty-three percent of employers report growth in occupational employment over the previous 12 months; 67 percent report stability. Over the next 24 months, 56 percent of employers expect growth in employment; 44 percent expect industry employment to remain stable.

Gender

Seventy-four percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Associate degree. Occupations that require the completion of at least 2 years of full-time academic study beyond high school.

Post-secondary vocational education. Occupations that require completion of vocational school training.

Specific Vocational Preparation (SVP): 6

(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development	4
Mathematical Development	3
Language Development	4

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	3
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordina-	4
P-Form Perception	3	C-Color Discrimination	4
Q-Clerical Perception	3		

See Appendix A, Page 33 for Explanations

Related DOT Titles

Title	DOT Code
NURSE LICENSED PRACTICAL	079.374-014
NURSE PRACTICAL	354.374-010
NURSE PRIVATE DUTY	075.374-018

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	56	33	11
Other occupational experience accepted	0	100	0
Average Experience: 8 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	0	100	0
Technical or Vocational training required	67	22	11
Type of training 20 months—Licensed Vocational Nursing			

Education: Minimum Requirement	Percent
Associate Degree	100

Computer Software: Word Processing; Spreadsheet; Data Base

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$9.00	\$18.00	\$10.50
New Hire, W/Exp.	\$10.00	\$19.00	\$13.00
3+ Years W/Firm	\$11.00	\$27.00	\$19.00

Other compensation: None Reported

Most positions are full-time with employees working an average of 40 hours/week. Some are part-time positions working an average of 23 hours/week. There were no temporary positions. All employees work day shifts. Most employers have swing and few have graveyard shifts. Few positions are on call. Most employers do not promote from this position while some do provide promotional opportunities.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	67	22	0
Dental Insurance	56	11	22
Vision Insurance	44	11	33
Life Insurance	78	0	11
Sick Leave	78	0	11
Vacation	78	0	11
Retirement Plan	44	22	22
Child Care	0	11	78

MEDICAL ASSISTANTS

OES Code: 660050

Surveyed: 2002

15 Firms Responded - 89 Employees - 18 New Hires

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified applicants. Supply of inexperienced applicants is considerably greater than demand. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. It should be noted that some employers do hire the inexperienced applicant. Most employment opportunities are generated by employees leaving the business, some through growth and few from promotions. The top three most successful recruitment methods for employers are newspaper ads, employee referrals and from walk-in applicants.

Where the Jobs Are

SIC	Industry
801	Doctor's Offices & Clinic
805	Skilled Nursing Care Facilities
809	Health & Allied Services

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Much Faster Than Average

Job Growth	36.8%	Forecast
Openings	70	1999 190
Separations	40	2006 260

Fifty-three percent of employers report growth in occupational employment over the previous 12 months; 47 percent report stability. Over the next 24 months, 53 percent of employers expect growth in employment and 40 percent expect industry employment to remain stable while 7 percent expect employment to decline.

Gender

Ninety-six percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Moderate-term on-the-job-training. Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.

MERCED COUNTY WORKNET

Related DOT Titles

Title	DOT Code
MEDICAL ASSISTANT	079.362-010
MEDICAL CLERK	205.362-018
MEDICAL LABORATORY	078.161-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	40	20	40
Other occupational experience accepted	8	92	0
Average Experience: 8 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	42	58	0
Technical or Vocational training required	27	53	20
Type of training: 5 months—Medical Assistant			

Education: Minimum Requirement	Percent
High School or Equivalent	93
Bachelor Degree	7

Computer Software: Word Processing; Database; Spreadsheet

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$7.00	\$9.00	\$7.50
New Hire, W/Exp.	\$8.00	\$12.00	\$9.00
3+ Years W/Firm	\$9.00	\$18.00	\$12.00

Other compensation: None Reported

Most of the positions are full-time with employees working an average of 40 hours/week. Some of the positions are part-time positions working an average of 28 hours/week. There were no temporary positions. Almost all employees work day shifts while few work swing shifts. Almost all employers do not promote from this position.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	60	13	7
Dental Insurance	13	13	47
Vision Insurance	13	7	60
Life Insurance	27	13	40
Sick Leave	67	13	0
Vacation	67	13	0
Retirement Plan	53	20	7
Child Care	7	0	73

Specific Vocational Preparation (SVP): 6

(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development 4

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence 3 K-Motor Coordination 3

V-Verbal aptitude 3 F-Finger Dexterity 3

N-Numerical Aptitude 4 M-Manual Dexterity 3

S-Spatial Aptitude 4 E-Eye/Hand/Foot Coordina- 5

P-Form Perception 4 C-Color Discrimination 4

Q-Clerical Perception 3

MEDICAL AND CLINICAL LABORATORY ASSISTANTS

OES Code: 329050

Surveyed: 2002

10 Firms Responded - 74 Employees - 19 New Hires

DESCRIPTION

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Qualified and inexperienced applicants encounter no competition in their job search. It should be noted that employers do hire the inexperienced applicant. Almost all employment opportunities are generated by employees leaving the business, few through growth. The top three most successful recruitment methods for employers are newspaper ads, school and program referrals and through colleges and universities.

Where the Jobs Are

SIC	Industry
801	Doctor's Offices & Clinic
803	Offices And Clinics Of Doctors Of Osteopathy
806	Hospitals

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Slower Than Average

Job Growth	12.5%	Forecast
Openings	10	1999 80
Separations	10	2006 90

Forty percent of employers report growth in occupational employment over the previous 12 months; 60 percent report stability. Over the next 24 months, 50 percent of employers expect growth in employment and 50 percent expect industry employment to remain stable.

Gender

Eighty-two percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Associate degree. Occupations that require the completion of at least 2 years of full-time academic study beyond high school.

Specific Vocational Preparation (SVP): 5

(Over 6 months up to and including 1 year)

General Education Development (GED)

Reasoning Development	4
Mathematical Development	4
Language Development	4

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordina-	4
P-Form Perception	3	C-Color Discrimination	3
Q-Clerical Perception	4		

Related DOT Titles

Title	DOT Code
MEDICAL LABORATORY	079.362-010
MEDICAL LABORATORY	078.161-010
LABORATORY ASSISTANT	381.687-022

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But
Work experience required	80	10	10
Other occupational experience accepted	0	100	0
Average Experience: 7 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	56	44	0
Technical or Vocational training required	60	40	0
Type of training: 10 months—Medical Assistant Certification			

Education: Minimum Requirement	Percent
High School or Equivalent	70
Associate Degree	30

Computer Software: Few employers require On Staff and Medical Manager

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$9.00	\$10.00	\$9.50
New Hire, W/Exp.	\$7.50	\$14.00	\$9.25
3+ Years W/Firm	\$9.00	\$20.00	\$12.50

Other compensation: None Reported

Almost all of the positions are full-time with employees working an average of 40 hours/week. Few are part-time positions working an average of 28 hours/week. There were no temporary positions. All employees work day shifts, few work swing shifts and graveyard shifts. Most employers surveyed promote from this position.

Benefits—Full-time employees

Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	50	40	10
Dental Insurance	20	40	40
Vision Insurance	10	40	50
Life Insurance	30	20	50
Sick Leave	50	30	20
Vacation	50	30	20
Retirement Plan	50	20	30
Child Care	0	0	100

PLUMBERS, PIPEFITTERS AND STEAMFITTERS

OES Code: 875020

Surveyed: 2002

12 Firms Responded - 74 Employees - 14 New Hires

DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Employers may have some difficulty finding qualified and inexperienced applicants at times and applicants may find little competition in their job search. It should be noted that few employers do hire the inexperienced applicant. Many employment opportunities are generated by employees leaving the business, and through growth. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
170	Construction
171	Heating & Air Conditioning
171	Sheet Metal Combined with HVAC

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Much Faster Than Average

Job Growth	40.0%	Forecast
Openings	20	1999 50
Separations	10	2006 70

Forty-two percent of employers report growth in occupational employment over the previous 12 months; 50 percent report stability and 8 percent report a decline. Over the next 24 months, 67 percent of employers expect growth in employment; 33 percent expect industry employment to remain stable.

Gender

One hundred percent of employees of firms surveyed are reported as male.

Bureau of Labor Statistics Training Levels

Long-term on-the-job-training. Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.

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Related DOT Titles

Title	DOT Code
PLUMBER	862.381-030
PLUMBER APPRENTICE	862.381-034
PIPE FITTER	862.281-022

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	50	25	25
Other occupational experience accepted	11	89	0
Average Experience: 12 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	44	56	0
Technical or Vocational training required	17	83	0
Type of training: 9 months—Vocational			

Education: Minimum Requirement	Percent
Less than High School Education	17
High School or Equivalent	83

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$7.00	\$12.00	\$7.50
New Hire, W/Exp.	\$7.00	\$15.00	\$11.00
3+ Years W/Firm	\$11.75	\$18.00	\$15.00

Other compensation: None Reported

All of the positions are full-time with employees working an average of 40 hours/week. There are no temporary positions. All employees work day shifts. Most employers surveyed do not promote from this position.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	58	25	17
Dental Insurance	25	33	42
Vision Insurance	8	33	58
Life Insurance	33	17	50
Sick Leave	42	8	50
Vacation	67	8	25
Retirement Plan	17	33	50
Child Care	0	0	100

Specific Vocational Preparation (SVP): 2

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 2

Mathematical Development 1

Language Development 1

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	4	K-Motor Coordination	4
V-Verbal aptitude	4	F-Finger Dexterity	3
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	
Q-Clerical Perception	4		

RADIOLOGIC TECHNOLOGISTS

OES Code: 329190

Surveyed: 2002

15 Firms Responded - 68 Employees - 17 New Hires

DESCRIPTION

Radiologic Technologists take X-rays and CAT scans or administer non-radioactive materials into patients blood stream for diagnostic purposes. Please include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Please include works whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified applicants. Employers may find it difficult to find qualified applicants at times. Inexperienced applicants may find little competition in their job search; It should be noted that few employers hire the inexperienced applicant. Almost all employment opportunities are generated by employees leaving the business, few through growth. The top three most successful recruitment methods for employers are newspaper ads, school and program referrals as well as through colleges and universities.

Where the Jobs Are

SIC	Industry
800	Health Services
801	Doctor's Offices & Clinics
802	Hospitals

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower Than Average

Job Growth	14.3%	Forecast
Openings	10	1999 70
Separations	10	2006 80

Only seven percent of employers report growth in occupational employment over the previous 12 months; 93 percent report stability. Over the next 24 months, 67 percent of employers expect growth in employment; 33 percent expect industry employment to remain stable.

Gender

Fifty-four percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Associate degree. Occupations that require the completion of at least 2 years of full-time academic study beyond high school.

Related DOT Titles	
Title	DOT Code
RADIOLOGIC TECHNOLOGIST	078.362-026
RADIOLOGIC TECHNOLOGIST	078.162-010
RADIOLOGIST	070.101-090

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	80	7	13
Other occupational experience accepted	0	100	0
Average Experience: 10 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Work experience required	7	93	0
Other occupational experience accepted	40	60	0
Average Experience: 24 months in the occupation.			

Education: Minimum Requirement	Percent
High School or Equivalent	13
Associate Degree	87

Computer Software: Word Processing; Database; Spreadsheet

WAGES & BENEFITS			
Hourly Wages	Low	High	Median
New Hire, No Exp.	\$8.50	\$16.00	\$15.00
New Hire, W/Exp.	\$11.00	\$20.00	\$16.00
3+ Years W/Firm	\$17.50	\$28.00	\$24.00

Other compensation: None Reported

Almost all of the positions are full-time with employees working an average of 40 hours/week. Few are part-time positions working an average of 29 hours/week and few are on call/temporary positions. All employees work day shifts, while few work swing or graveyard shifts. Almost all employers do not promote in this position.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	67	20	7
Dental Insurance	53	27	7
Vision Insurance	53	27	7
Life Insurance	67	20	0
Sick Leave	67	20	0
Vacation	67	20	0
Retirement Plan	60	20	7
Child Care	0	0	67

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Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development	5
Mathematical Development	4
Language Development	5

Aptitudes:

G-Intelligence	2	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	3
N-Numerical Aptitude	3	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordina-	4
P-Form Perception	3	C-Color Discrimination	4
Q-Clerical Perception	3		

See Appendix A, Page 33 for Explanations

REGISTERED NURSES

OES Code: 325020

Surveyed: 2002

14 Firms Responded - 445 Employees - 85 New Hires

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand exceeds employee supply for this occupation. Employers find it very difficult finding experienced or inexperienced applicants. Qualified applicants encounter little competition in their job search. It should be noted that some employers hire inexperienced applicant. Almost all employment opportunities are generated by employees leaving the business. The most successful recruitment methods for employers are newspaper ads, college and university recruiting, school or program referrals and in-house promotions.

Where the Jobs Are

SIC	Industry
801	Doctor's Offices & Clinics
805	Skilled Nursing Care Facilities
806	Hospitals

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Average

Job Growth	20.4%	Forecast
Openings	110	1999 540
Separations	70	2006 650

Seven percent of the employers report growth in occupational employment over the previous 12 months; 86 percent report stability and seven percent indicate decline. Over the next 24 months, 21 percent of employers expect growth in employment and 79 percent expect industry employment to remain stable.

Gender

Seventy-seven percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Associate degree. Occupations that require the completion of at least 2 years of full-time academic study beyond high school.

or
Bachelor's degree. Occupations that require the completion of at least 4 but not more than 5 years of full-time academic study beyond high school resulting in a Bachelor' degree.

Specific Vocational Preparation (SVP): 7	Aptitudes:
(Over 2 years up to including 4 years)	
General Education Development (GED)	
Reasoning Development 5	G-Intelligence 2 K-Motor Coordination 4
Mathematical Development 4	V-Verbal aptitude 2 F-Finger Dexterity 3
Language Development 5	N-Numerical Aptitude 2 M-Manual Dexterity 3
	S-Spatial Aptitude 3 E-Eye/Hand/Foot Coordina- 4
	P-Form Perception 3 C-Color Discrimination 3
	Q-Clerical Perception 3

See Appendix A, Page 33 for Explanations

Related DOT Titles

Title	DOT Code
NURSE GENERAL DUTY	075.364-010
NURSE HEAD	075.137-014
NURSE INSTRUCTOR	075.124-018

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	57	36	7
Other occupational experience accepted	11	89	0
Average Experience: 17 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	22	78	0
Technical or Vocational training required	21	71	7
Type of training: 18 months Nursing			

Education: Minimum Requirement	Percent
Associate Degree	36
Bachelor Degree	64

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$10.00	\$28.00	\$21.69
New Hire, W/Exp.	\$12.00	\$30.00	\$20.50
3+ Years W/Firm	\$15.00	\$32.00	\$25.50

Other compensation: Sign On Bonus

All most all of the positions are full-time with employees working an average of 40 hours/week. Some are part-time positions working an average of 30 hours/week. There are limited on call/temporary positions Employees work day, swing and graveyard shifts. Of those firms responding, 43 percent indicate employees have promotional opportunities.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	21	71	0
Dental Insurance	14	71	7
Vision Insurance	7	64	14
Life Insurance	21	57	14
Sick Leave	71	21	0
Vacation	64	21	7
Retirement Plan	29	64	0
Child Care	0	29	64

SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES Code: 551080

Surveyed: 2002

15 Firms Responded – 54 Employees - 11 New Hires

DESCRIPTION

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Employers may have some difficulty finding qualified and inexperienced applicants at times and applicants may find little competition in their job search. Most of all employment opportunities are generated by employees leaving the business, few through growth. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
152	General Contractors
421	Trucking Firms
861	Business Associations

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Slower Than Average

Job Growth	4.1%	Forecast
Openings	30	1997 730
Separations	80	2004 760

Twenty-seven percent of employers report growth in occupational employment over the previous 12 months; 73 percent report stability. Over the next 24 months, 40 percent of employers expect growth in employment and 60 percent expect industry employment to remain stable.

Gender

Ninety-four percent of employees of firms surveyed are female.

Bureau of Labor Statistics Training Levels

Post-secondary vocational education. Occupations that require completion of vocational school training.

Specific Vocational Preparation (SVP): 6

(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development	4
Mathematical Development	3
Language Development	4

Aptitudes:

G-Intelligence	3	K-Motor Coordination	2
V-Verbal aptitude	2	F-Finger Dexterity	2
N-Numerical Aptitude	3	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	3	C-Color Discrimination	5
Q-Clerical Perception	2		

See Appendix A, Page 33 for Explanations

Related DOT Titles

Title	DOT Code
Social Secretary	201.162-010
School Secretary	201.362-022
Secretary	201.362-030

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	33	27	40
Other occupational experience accepted	27	73	0
Average Experience: 16 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	27	73	0
Technical or Vocational training required	7	80	13
Type of training: 14 months—Business/Clerical			

Education: Minimum Requirement	Percent
High School Diploma	93
Associate Degree	7

Computer Software: Word Processing; Spreadsheets; Desktop Publishing

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$11.00	\$8.00
New Hire, W/Exp.	\$6.75	\$11.46	\$8.50
3+ Years W/Firm	\$7.25	\$16.78	\$12.00

Other compensation: None Reported

Almost all of the positions are full-time with employees working an average of 40 hours/week, few are part-time averaging 27 hours/week. There no on call/temporary positions. All employees work day shifts. Almost all employers indicate they do not promote from this occupation.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	33	40	20
Dental Insurance	27	27	40
Vision Insurance	20	13	60
Life Insurance	20	13	60
Sick Leave	33	27	27
Vacation	53	27	13
Retirement Plan	27	20	40
Child Care	0	0	87

Surveyed: 2002

8 Firms Responded – 39 Employees - 10 New Hires

DESCRIPTION
Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

EMPLOYMENT TRENDS

Supply & Demand
Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for the applicant. Supply of the inexperienced applicants is somewhat greater than demand. Qualified applicants encounter little competition in their job search. It should be noted that most employers hire the inexperienced applicant. Most employment opportunities are generated by employees leaving the business; however some are created through growth. The top three most successful recruitment methods for employers are walk-in applicants, newspaper ads and employee referrals.

Where the Jobs Are

SIC	Industry
152	General Contractors
421	Trucking Firms
861	Business Associations

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Average

Job Growth	17.6%	Forecast	
Openings	130	2006	870
Separations	80	1999	740

Thirty-eight percent of employers report growth in occupational employment over the previous 12 months; 50 percent report stability and 13 percent say it is declining. Over the next 24 months, 38 percent of employers expect growth in employment and 63 percent expect industry employment to remain stable.

Gender
Sixty-seven percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

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Related DOT Titles	
Title	DOT Code
Stock Clerk	299.367-014
Sales Attendant, Building Material	229.667-014

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	0	75	25
Other occupational experience accepted	0	100	0
Average Experience: 12 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	13	88	0
Type of training: 3 months			

Education: Minimum Requirement	Percent
Less than High School Diploma	38
High School Diploma	63

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$9.50	\$6.88
New Hire, W/Exp.	\$6.75	\$9.50	\$7.13
3+ Years W/Firm	\$7.50	\$14.00	\$8.25

Other compensation: None Reported

Few of the positions are full-time with employees working an average of 39 hours/week. Almost all positions are part-time, working an average of 27 hours/week. There no on call or temporary positions. Almost all employees work day shifts, some work swing shifts and a few work graveyard shifts. Most employers indicate that they often promote out of this occupation

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	25	13	13
Dental Insurance	13	0	38
Vision Insurance	13	0	38
Life Insurance	25	0	25
Sick Leave	25	0	25
Vacation	25	0	25
Retirement Plan	0	13	38
Child Care	0	0	50

Specific Vocational Preparation (SVP): 4

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development	3
Mathematical Development	2
Language Development	2

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	3	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	4
Q-Clerical Perception	4		

TRAFFIC, SHIPPING AND RECEIVING CLERKS

OES Code: 580280

Surveyed: 2002

14 Firms Responded – 28 Employees - 1 New Hire

DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search. Supply for inexperienced applicants is considerably greater than demand, creating a very competitive job market for the applicant. It should be noted that few employers do hire the inexperienced applicant. All employment opportunities are generated by growth. The top three most successful recruitment methods for employers are, newspaper ads walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
201	Meat Packing Plants
275	Commercial Printing
541	Grocery Stores

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Faster Than Average

Job Growth	27.3%	Forecast
Openings	90	1999 330
Separations	40	2006 420

Fourteen percent of employers report growth in occupational employment over the previous 12 months; 79 percent report stability and 7 percent report decline. Over the next 24 months, 14 percent of employers expect growth in employment and 79 percent expect industry employment to remain stable and 7 percent expect it to decline.

Gender

Fifty-four percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Specific Vocational Preparation (SVP): 4		Aptitudes:	
(over 3 months up to and including 6 months)		G-Intelligence	3
General Education Development (GED)		K-Motor Coordination	3
Reasoning Development	3	V-Verbal aptitude	3
Mathematical Development	2	F-Finger Dexterity	4
Language Development	2	N-Numerical Aptitude	3
		M-Manual Dexterity	3
		S-Spatial Aptitude	4
		E-Eye/Hand/Foot Coordina-	5
		P-Form Perception	4
		C-Color Discrimination	5
		Q-Clerical Perception	3

See Appendix A, Page 33 for Explanations

Related DOT Titles

Title	DOT Code
Traffic Clerk	214.587-014
Shipping & Receiving Clerk	222.387-050
Shipping Checker	222.687-030

EMPLOYER REQUIREMENTS

Work Experience-Percent	Yes	No	Not Required But Preferred
Work experience required	57	29	14
Other occupational experience accepted	60	40	0
Average Experience: 8 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	50	50	0
Technical or Vocational training required	0	100	0
Type of training: 6 months/Clerical			

Education: Minimum Requirement	Percent
High School Diploma	100

Computer Software: Word Processing; Spreadsheets; Database; Desktop Publishing

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$12.11	\$8.75
New Hire, W/Exp.	\$6.75	\$10.86	\$9.25
3+ Years W/Firm	\$7.00	\$16.40	\$12.81

Other compensation: None Reported

All most all of the positions are full-time with employees working an average of 40 hours/week. Few are part-time working an average of 25 hours/week. There no on call or temporary positions. Almost all employees work day shifts, few work swing shifts. Over two-thirds of employers do not promote.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	43	36	14
Dental Insurance	29	29	36
Vision Insurance	21	29	43
Life Insurance	29	29	36
Sick Leave	64	7	21
Vacation	71	21	0
Retirement Plan	14	43	36
Child Care	0	0	93

TRUCK DRIVERS—HEAVY OR TRACTOR TRAILER

OES Code: 971020

Surveyed: 2002

15 Firms Responded – 326 Employees - 55 New Hires

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of qualified applicants. Qualified applicants encounter no competition in their job search. Inexperienced applicants find little competition in their job search. Some of the positions filled over the last 12 months were from employees leaving the business; some were from growth; and some to fill temporary positions. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
287	Agricultural Chemicals
327	Concrete, Gypsum and Plaster Products
421	Trucking & Courier Services

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Faster Than Average

Job Growth	29.1%	Forecast
Openings	340	1999 1,170
Separations	130	2006 1,510

Thirty-three percent of employers report growth in occupational employment over the previous 12 months; 67 percent report stability. Over the next 24 months, 53 percent of employers expect growth in employment and 47 percent expect industry employment to remain stable.

Gender

Ninety-five percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Post-secondary vocational education. Occupations that require completion of vocational school training. Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-

Specific Vocational Preparation (SVP): 2	Aptitudes:
(Over 3 months up to and including 6 months)	
General Education Development (GED)	
Reasoning Development 2	N-Numerical Aptitude 4 M-Manual Dexterity 3
Mathematical Development 1	S-Spatial Aptitude 4 E-Eye/Hand/Foot Coordina- 5
Language Development 1	P-Form Perception 4 C-Color Discrimination
	Q-Clerical Perception 4

See Appendix A, Page 33 for Explanations

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Related DOT Titles

Title	DOT Code
Concrete Mixing Truck Driver	900.683-010
Tank Truck Driver	900.683-018
Tractor Trailer Truck Driver	904.383-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	60	7	33
Other occupational experience accepted	0	100	0
Average Experience: 16 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	29	71	0
Technical or Vocational training required	40	53	7
Type of training: 12 months -Truck Driving School			

Education: Minimum Requirement	Percent
Less than High School Diploma	80
High School Diploma	20

Computer Software: Trip Log

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$8.75	\$11.67	\$10.00
New Hire, W/Exp.	\$9.75	\$14.50	\$12.00
3+ Years W/Firm	\$10.00	\$16.67	\$13.00

Other compensation: Mileage Bonus

Most all of the positions are full-time with employees working an average of 43 hours/week. Some are seasonal employees working an average of 71 hours/week. Almost all employees work day shift. Many work swing or graveyard shifts. Some employees work variable shifts. Almost all employers do not promote.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	33	20	40
Dental Insurance	13	7	73
Vision Insurance	13	7	73
Life Insurance	40	7	47
Sick Leave	27	7	60
Vacation	47	7	40
Retirement Plan	27	7	60
Child Care	0	0	93

TRUCK DRIVERS—LIGHT INCLUDING DELIVERY AND ROUTE DRIVERS

OES Code: 971050

Surveyed: 2002

14 Firms Responded – 485 Employees - 317 New Hires

DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Employers may have some difficulty finding qualified and inexperienced applicants at times and applicants may find little competition in their job search. Few employment opportunities are generated by employees leaving or growth, but almost all are temporary hires. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants and employee referrals.

Where the Jobs Are

SIC	Industry
275	Commercial Printing
421	Trucking & Courier Services, Ex. Air
501	Motor Vehicles, Parts and Supplies

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Average

Job Growth	18.6%	Forecast
Openings	80	1999 430
Separations	50	2006 510

Seventy-one percent of employers report growth in occupational employment over the previous 12 months; 29 percent report stability. Over the next 24 months, 79 percent of employers expect growth in employment and 21 percent expect industry employment to remain stable.

Gender

Ninety-two percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Short-term on-the-job-training. Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

Related DOT Titles

Title	DOT Code
Food Service Driver	906.683-010
Light Truck Driver	906.683-022
Driver	913.663-018

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	36	50	14
Other occupational experience accepted	0	100	0
Average Experience: 14 months in the occupation.			

Training-Percent	Yes	No	Not Required
Training acceptable in lieu of experience	14	86	0
Technical or Vocational training required	21	79	0
Type of training: 6 months -Truck Driving School			

Education: Minimum Requirement	Percent
Less than High School Diploma	50
High School Diploma	50

Computer Software: Trip Log

WAGES & BENEFITS			
Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$14.00	\$8.50
New Hire, W/Exp.	\$7.00	\$14.00	\$11.50
3+ Years W/Firm	\$7.50	\$15.50	\$12.50

Other compensation: Mileage Bonus

Some of the positions are full-time. Most are seasonal with employees working an average of 68 hours/week. Some full-time employees work an average of 43 hours/week, few are part-time drivers averaging 23 hours per week. Almost all employees work day shifts. Many work swing or graveyard shifts. Some employees work variable shifts. Most employers do not promote.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	57	7	29
Dental Insurance	29	14	50
Vision Insurance	29	14	50
Life Insurance	57	0	36
Sick Leave	57	0	36
Vacation	71	0	21
Retirement Plan	57	7	29
Child Care	7	0	86

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Specific Vocational Preparation (SVP): 2

(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development	2	N-Numerical Aptitude	4	M-Manual Dexterity	3
Mathematical Development	1	S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
Language Development	1	P-Form Perception	4	C-Color Discrimination	5

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	4	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	4
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	3		

WELDERS AND CUTTERS

OES Code: 939140

Surveyed: 2002

10 Firms Responded – 79 Employees - 15 New Hires

DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of qualified and inexperienced applicants. Qualified and inexperienced applicants encounter no competition in their job search. Qualified applicants and inexperienced may find little competition in their job search. Almost all of the positions filled over the last 12 months were from employees leaving the business; few were from temporary hires. The most successful recruitment methods for employers are newspaper ads, walk-in applicants and school and program referrals.

Where the Jobs Are

SIC	Industry
352	Farm and Garden Machinery
371	Motor Vehicles and Equipment
501	Motor Vehicles, Parts and Supplies

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Slower Than Average

Job Growth	16.7%	Forecast
Openings	30	1999 190
Separations	30	2006 210

Ten percent of employers report growth in occupational employment over the previous 12 months; 80 percent report stability, while 10 percent report decline. Over the next 24 months, 40 percent of employers expect growth in employment and 60 percent expect industry employment to remain stable.

Gender

One hundred percent of employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Post-secondary vocational education. Occupations that require completion of vocational school training.

Specific Vocational Preparation (SVP): 5

(over 6 months up to and including 1 year)

General Education Development (GED)

Reasoning Development	4
Mathematical Development	4
Language Development	3

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	3	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	3
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	3	E-Eye/Hand/Foot Coordina-	5
P-Form Perception	3	C-Color Discrimination	4
Q-Clerical Perception	4		

Related DOT Titles

Title	DOT Code
Arc Welder	810.384-014
Welder-Fitter	819.361-010
Welder-Assembler	819.381-010

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	80	10	10
Other occupational experience accepted	22	78	0

Average Experience: 13 months in the occupation.

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	44	56	0
Technical or Vocational training required	30	60	10

Type of training: 12 months—Welding School

Education: Minimum Requirement	Percent
Less than HS graduate	30
High school graduate or equivalent	70

Computer Software: Few require Computer Aided Drawing (CAD)

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$7.00	\$6.88
New Hire, W/Exp.	\$7.00	\$10.00	\$8.75
3+ Years W/Firm	\$9.00	\$15.00	\$11.50

Other compensation: None Reported

Almost all of the positions are full-time with employees working an average of 40 hours/week. Few are part-time and work an average of 20 hours/week. All employees work day shifts. Almost all employers report they do not promote.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	70	20	10
Dental Insurance	10	30	60
Vision Insurance	0	30	70
Life Insurance	50	20	30
Sick Leave	20	0	80
Vacation	70	10	20
Retirement Plan	50	20	30
Child Care	0	0	100

WELDING MACHINE OPERATORS AND TENDERS

OES Code: 917050

Surveyed: 2002

4 Firms Responded – 80 Employees - 30 New Hires

DESCRIPTION

Welding Machine Operators and Tenders operate or tend welding machines that join or bond together parts of fabricated metal products and metal components, such as panels, frames, yokes, tubes, and containers according to specifications and blueprints. Please do not include welding machine setters and set-up operators.

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Qualified and inexperienced applicants encounter no competition in their job search. Many of the positions filled over the last 12 months were from business growth while some came from employees leaving the business and a few through promotions. The most successful recruitment methods for employers are newspaper ads, walk-in applicants and the Employment Development Department.

Where the Jobs Are

SIC	Industry
352	Farm Machinery And Equipment
371	Truck Trailers
373	Boat Building And Repairing

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Faster Than Average

Job Growth	25.0%	Forecast
Openings	20	1999 80
Separations	20	2006 100

Fifty percent of employers report growth in occupational employment over the previous 12 months; 50 percent report stability. Over the next 24 months, 75 percent of employers expect growth in employment and 25 percent expect industry employment to remain stable.

Gender

One hundred percent of the employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Moderate-term on-the-job-training. Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.

Specific Vocational Preparation (SVP): 2

(Anything beyond a short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development	2
Mathematical Development	1
Language Development	1

See Appendix A, Page 33 for Explanations

Aptitudes:

G-Intelligence	4	K-Motor Coordination	3
V-Verbal aptitude	4	F-Finger Dexterity	4
N-Numerical Aptitude	4	M-Manual Dexterity	3
S-Spatial Aptitude	4	E-Eye/Hand/Foot Coordina-	4
P-Form Perception	4	C-Color Discrimination	5
Q-Clerical Perception	4		

Related DOT Titles

Title	DOT Code
WELDING-MACHINE OPERATOR	810.382-010
WELDING-MACHINE OPERATOR	819.666-010
WELDING-MACHINE OPERATOR	811.482-010

EMPLOYER REQUIREMENTS

Work Experience-%	Ye	No	Not Required But Preferred
Work experience required	50	25	25
Other occupational experience accepted	33	67	0
Average Experience: 14 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	0	100	0
Technical or Vocational training required	0	75	25
Type of training: 6 months – Basic Welding			

Education: Minimum Requirement	Percent
Less than HS graduate	25
High school graduate or equivalent	75

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$7.50	\$7.13
New Hire, W/Exp.	\$8.00	\$12.50	\$8.25
3+ Years W/Firm	\$10.50	\$15.00	\$11.75

Other compensation: Performance Bonus

All of the positions are full-time with employees working an average of 40 hours/week. All employees work day shifts. Most employers do not promote.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	50	25	25
Dental Insurance	0	25	75
Vision Insurance	0	50	50
Life Insurance	25	0	75
Sick Leave	0	0	100
Vacation	75	0	25
Retirement Plan	50	25	25
Child Care	0	0	100

WOOD MACHINIST

OES Code: 893080

Surveyed: 2002 5 Firms Responded – 49 Employees - 5 New Hires

DESCRIPTION
Wood Machinists set up and operate a variety of woodworking machines to surface, cut, and shape lumber, and to fabricate parts for wood products, such as door and window frames, furniture, and sashes according to specifications.

EMPLOYMENT TRENDS

Supply & Demand
Employer demand is somewhat greater than supply of qualified and inexperienced applicants. Qualified and inexperienced applicants encounter little competition in their job search. Almost all the positions filled over the last 12 months were from turnover, few from growth. The most successful recruitment methods for employers are walk-in applicants, newspaper ads and the Employment Development Department.

Where the Jobs Are

SIC	Industry
243	Millwork
251	Wood Household Furniture, Except Upholstered
503	Lumber, Plywood, Millwork, And Wood Panels

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium
Growth Rate: Average

Job Growth	21.1%	Forecast
Openings	40	1999 190
Separations	20	2006 230

Twenty percent of employers report growth in occupational employment over the previous 12 months; 80 percent report stability. Over the next 24 months, 20 percent of employers expect growth in employment and 80 percent expect industry employment to remain stable.

Gender
Eighty-six percent of the employees of firms surveyed are male.

Bureau of Labor Statistics Training Levels

Long-term on-the-job-training. Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.

Specific Vocational Preparation (SVP): 6	Aptitudes:
(Over 1 year up to and including 2 years)	
General Education Development (GED)	
Reasoning Development 3	G-Intelligence 3 K-Motor Coordination 3
Mathematical Development 3	V-Verbal aptitude 4 F-Finger Dexterity 3
Language Development 3	N-Numerical Aptitude 3 M-Manual Dexterity 3
	S-Spatial Aptitude 3 E-Eye/Hand/Foot Coordina- 4
	P-Form Perception 4 C-Color Discrimination 4
	Q-Clerical Perception 3

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Related DOT Titles

Title	DOT Code
WOOD MACHINIST APPRENTICE	669.380-010
WOOD MACHINIST	669.380-014
WOOD MACHINIST, BOAT	623.281-030

EMPLOYER REQUIREMENTS

Work Experience-%	Yes	No	Not Required But Preferred
Work experience required	20	60	20
Other occupational experience accepted	50	50	0
Average Experience: 8 months in the occupation.			

Training-Percent	Yes	No	Not Required But Preferred
Training acceptable in lieu of experience	100	0	0
Technical or Vocational training required	0	100	0
Type of training: 8 months/Carpentry			

Education: Minimum Requirement	Percent
Less than HS graduate	40
High school graduate or equivalent	60

Computer Software: None

WAGES & BENEFITS

Hourly Wages	Low	High	Median
New Hire, No Exp.	\$6.75	\$8.00	\$7.25
New Hire, W/Exp.	\$7.00	\$9.50	\$7.25
3+ Years W/Firm	\$8.00	\$10.50	\$9.00

Other compensation: Performance Bonus

All of the positions are full-time with employees working an average of 40 hours/week. All employees work day shifts. Most employers do not promote in this occupation.

Benefits—Full-time employees			
Percent Paid By:	Employer	Shared	Not Provided
Medical Insurance	60	0	40
Dental Insurance	0	40	60
Vision Insurance	0	40	60
Life Insurance	60	0	40
Sick Leave	0	0	100
Vacation	0	0	100
Retirement Plan	40	20	40
Child Care	0	0	100

APPENDIX A

Explanation of:

Guide for Occupational Exploration (GOE codes)

Specific Vocational Preparation (SVP)

Aptitudes

Scale of General Education Development (GED)

U. S. Bureau of Labor Statistics Training Levels

APPENDIX A

Guide for Occupational Exploration (GOE)

Many youths and other jobseekers are unprepared for an effective job search because of a lack of knowledge about the kinds of jobs to look for. They may have difficulty relating their interest, skills, and potentials to appropriate occupations. To be effective, vocational counselors must have sufficient information to match an individual's interest, temperaments, potential ability and other personal traits to specific career fields and work conditions.

The U.S. Employment Service designed the Guide for Occupational Exploration to provide career counselors and other Dictionary of Occupational Title users with additional information about the interests, aptitudes, entry level preparation and other traits required for successful performance in various occupations. The GOE is also useful in self assessments and counselor-assisted settings to help people understand themselves realistically regarding their ability to meet job requirements. Descriptive information provided for each work group assists the individual in evaluating his or her own interests and relating them to a pertinent field of work.

The GOE contains descriptive information for each work group and identifies each occupation in the group with a four-digit code and title. In many interest areas, occupations that require the most education, training, and experience are in the first group, while those requiring less formal education or experience are listed in the last group.

Work groups are then subdivided into subgroups (the third two-digit set in the GOE code) of occupations with even homogeneous interests, aptitudes, and adaptability requirements. Each subgroup is identified by its unique six-digit code and title. Individual occupations are listed alphabetically within subgroups. Some subgroups contain occupations from more than one industry, listed within alphabetized industries.

Specific Vocational Preparation (SVP)

Specific Vocational Preparation is defined as the amount of lapsed time required by a typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation.

This training may be acquired in a school, work, military, institutional, or vocational environment.

It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions for any new job. Specific vocational training includes: vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

The following is an explanation of the various levels of specific vocational preparation:

Level Time

- | | |
|----------|---|
| 1 | Short demonstration only |
| 2 | Anything beyond short demonstration up to and including 1 month |
| 3 | Over 1 month up to and including 3 months |
| 4 | Over 3 months up to and including 6 months |
| 5 | Over 6 months up to and including 1 year |
| 6 | Over 1 year up to and including 2 years |
| 7 | Over 2 years up to and including 4 years |
| 8 | Over 4 years up to and including 10 years |
| 9 | Over 10 years |

Note: the levels of this scale are mutually exclusive and do not overlap.

Aptitudes

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the eleven aptitudes shown in the Occupational Summaries:

- G - Intelligence: General Learning Ability. The ability to "catch on" or understand instruction and underlying principles; the ability to reason and make judgments. General learning ability is closely related to doing well in school.
- V - Verbal Aptitude: The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and paragraphs.
- N - Numerical Aptitude: The ability to perform arithmetic operations quickly and accurately.
- S - Spatial Aptitude: Ability to think visually of geometric forms and to comprehend the two-dimensional objects. The ability to recognize the relationships resulting from the movements of objects in space.
- P - Form Perception: Ability to perceive pertinent detail in objects in pictorial or graphical material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- Q - Clerical Perception: Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of perception which is required in many industrial jobs when the job does not have verbal or numerical content.
- K - Motor Coordination: Ability to coordinate eyes and hand or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

- F - Finger Dexterity: Ability to move fingers, and manipulate small objects with fingers, rapidly or accurately.
- M - Manual Dexterity: Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.
- E - Eye-Hand-Foot Coordination: Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.
- C - Color Discrimination: The ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

The preceding definitions are assigned a numerical value according to the following:

Rating	Degree of Aptitude/Ability
1	Markedly High (over 90%)
2	High (66% to 90%)
3	Medium (34% to 65%)
4	Lower (10% to 33%)
5	Markedly Low (under 10%)

APPENDIX A

LEVEL	REASONING	MATHEMATICAL DEVELOPMENT	LANGUAGE DEVELOPMENT
6	Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstruse classes of concepts.	Advanced Calculus: Work with limits, continuity, real number system, mean value theorems, and implicit functions theorems. Modern Algebra: Apply fundamental concepts of theories of groups, rings, and fields. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables. Statistics: Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference and econometrics.	Reading: Reading literature, book and play reviews, scientific and technical journals, abstracts, financial reports and legal documents. Writing: Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs. Speaking: Conversant in the theory, principles, and methods of effective and persuasive speaking, discussion and debate.
5	Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.	Algebra: Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorems, and permutations. Calculus: Apply concepts of analytic geometry, differentiations, and integration of algebraic functions with applications Statistics: Apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square applications and sampling theory, and factor analysis.	Same as level 6.
4	Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.	Algebra: Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions: related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference. Geometry: Deductive axiomatic geometry, plane and solid; and rectangular coordinates. Shop Math: Practical applications of fractions, percentages, ratio, and proportion, mensuration, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry.	Reading: Reading novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Writing: Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.

APPENDIX A

LEVEL	REASONING	MATHEMATICAL DEVELOPMENT	LANGUAGE DEVELOPMENT
3	Apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standard situations.	Compute discount, interest, profit and loss; commission, markup, and selling price; ratio and proportion, and percentage. Calculate surfaces, volumes, weights, and measure. Algebra: Calculate variables and formulas; monomials, and polynomials; ratio and proportion variables; and square roots and radicals. Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles, and properties of pairs of angles.	Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. Speaking: Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice.
2	Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situation.	Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.	Reading: Passive vocabulary of 5,000-6,000 words. Read at a rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes. Writing: Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs. Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.
1	Apply commonsense understanding to carry out simple or one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.	Add and subtract two digit numbers. Multiply and divide 10's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.	Reading: Recognize meaning of 2,500 (two- or three-syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers. Writing: Print simple sentences containing subject, verb, and object, and series of numbers, names, and addresses. Speaking: Speak simple sentences, using normal word order, and present and past tenses.

BLS Training Level Definitions

Occupational training and education classifications were developed by the Bureau of Labor Statistics (BLS) to improve on prior classification systems that did not distinguish between occupations with comparable educational requirements. For example, neither carpenters nor laborers require formal education beyond high school, but the complexity of the work and the training time required results in carpenters being placed in the long-term on the job training category and laborers placed in the short-term on the job training category. Of course there is more than one way to qualify for a job. In this classification system the education and training required reflects the manner in which most workers become proficient in that occupation and the preferences of most employers.

1. **First professional degree.** Occupations that require at least two years of full-time academic study beyond a bachelor's degree (for example, law, medicine, dentistry and clergy).
2. **Doctoral degree.** Occupations that require at least three years of full-time academic study beyond a bachelor's degree culminating in a doctoral degree.
3. **Master's degree.** Occupations that require the completion of a master's degree program which is usually one to two years beyond a bachelor's degree.
4. **Bachelor's or higher and some work experience.** Occupations that generally require work experience in an occupation requiring a bachelor's or higher degree. Most occupations in this category are managerial occupations that require work experience in a related non-managerial occupation.
5. **Bachelor's degree.** Occupations that require the completion of at least 4 but not more than 5 years of full-time academic study beyond high school resulting in a Bachelor's degree.
6. **Associate degree.** Occupations that require the completion of at least 2 years of full-time academic study beyond high school.
7. **Post-secondary vocational education.** Occupations that require completion of vocational school training.
8. **Work experience.** Occupations that require skills obtained through work experience in a related occupation.
9. **Long-term on-the-job-training.** Occupations that require more than 12 months of on-the-job training or combined work experience and formal classroom instruction for workers to develop the skills needed for average job performance.
10. **Moderate-term on-the-job-training.** Occupations in which workers can develop average job performance after 1 to 12 months of combined on-the-job experience and informal training.
11. **Short-term on-the-job-training.** Occupations in which workers can develop skills needed after a short demonstration or up to one month of on-the-job experience and instruction.

APPENDIX B

Merced County Training Providers

Disclaimer: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

TRAINING PROVIDER DIRECTORY

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TRAINING PROVIDER DIRECTORY Adult School Vocational Programs	
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Merced Adult School	Available Services Counseling Services Internet address: http://www.ecec.mushd.k12.ca.us/adult/index.html Accreditation: Western Association of Schools and Colleges (WASC)
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50 East 20th Street
Merced, CA 95340
(209) 385-6524

Available Services

Counseling Services

Internet address: <http://www.ecec.mushd.k12.ca.us/adult/index.html>

Accreditation: Western Association of Schools and Colleges (WASC)

Adult Basic Education

Reading Classes

Computer Assisted Instruction

CalWORKS Vocational Training

Office Skills

Building and Housing Trades

Automotive Service and Auto Body

Computer Repair and Maintenance

Multi-media Production

Marketing

Landscaping

Construction Technology

Customer Service

English as a Second Language

I - Literacy/Beginning Low

II - Literacy/Beginning High

III - Literacy/Intermediate Low

IV - Literacy/Intermediate High

Multi-Level English as a Second Language

Office Occupations

Beginning Typing/Keyboarding

Business Math

Business English

Vocabulary Building

Computer Literacy

10-Key Calculator

Alpha/Numeric Filing

Proofreading

Spelling Improvement

Introduction to Word Perfect

General Education Development

High School Diploma Programs

TRAINING PROVIDER DIRECTORY **Community College Programs**

Merced College	Associate Degree						
<p>3600 "M" Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043</p> <p><u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289 <u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas</p>	<p>Available Services</p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p>Internet address: http://www.merced.cc.ca.us/ Accreditation: Western Association of Schools and Colleges (WASC)</p>	Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling
Financial Aid	VA Approved	On-site Child Care					
Job Placement	Career Assessment	Career Counseling					

Accounting
Addiction Studies
Administration of Justice
Agriculture Business
Agriculture, General
Animal Science
Anthropology
Art
Automotive
Banking and Finance
Biological Science
Business Administration
Business, General
Chemistry
Chemistry Pre-Professional
Clerical Office
Computer-Aided Drafting
Computer Studies - Management Information Services
Computer Studies - Computer Science
Computer Studies - Computer Studies & Electronics
Crop Science
Dental Laboratory Technology
Diesel Equipment Technology
Drafting
Drama
Early Childhood Education
Electrical
Electronics Technician
Engineering
Engineering Technology
English
Environmental Hazardous Material Technology
Family and Consumer Science
Fashion Merchandising
Fire Technology
Food Service Technician
Foreign Language
General Studies
Geology
Health Services

History
Horse Management
Human Services
Humanities
HVAC Technician
Industrial Electronics Technician
Industrial Maintenance Technician
Industrial Technology
Information/Word Processing
Instrumentation and Process Control
Laboratory Technology
Landscape Horticulture
Legal Secretarial
Liberal Studies
Life Science
Management, Merchandising
Management, Small Business
Management/Supervisory Training
Mathematics
Mechanized Agriculture Technology
Mechanized Agriculture Technology/John Deere
Medical Office
Music
Nursing, Registered
Nursing, Vocational
Office Technology
Paralegal Studies
Philosophy
Photography
Physical Education
Physical Science
Physics
Psychology
Radiologic Technology
Real Estate
Social Science
Speech
Toyota-Approved Automotive Program
Welding Technology

TRAINING PROVIDER DIRECTORY

Community College Programs

Merced College

Certificate Programs

3600 "M" Street
Merced, CA 95348-2898
(209) 384-6000
Fax: (209) 384-6043

Los Banos Campus

16570 S. Mercy Springs Road
Los Banos CA 93635
(209) 826-3431 or 384-6289

Off-Campus Programs at:

Livingston, Dos Palos,
Chowchilla, and other areas

Available Services

Financial Aid
Job Placement

VA Approved
Career Assessment

On-site Child Care
Career Counseling

Internet address: <http://www.merced.cc.ca.us/>
Accreditation: Western Association of Schools and Colleges (WASC)

Agriculture Division

Agriculture Business
Animal Science
Crop Science
Diesel Equipment Technology
General Agriculture
Horse Management
Horseshoeing
Landscape Horticulture
Mechanized Agriculture Technology

Allied Health Division

Dental Laboratory Technology - Removable Prosthetics
Dental Laboratory Technology - Fixed Prosthetics
Nursing, Vocational
Radiologic Technology

Arts Division

Commercial Art
Visual Arts
Photography

Business Division

Accounting
Addiction Studies
Administration of Justice - Corrections Option
Administration of Justice - Law Enforcement Option
Banking and Finance
Business, General
Clerical Office
Early Childhood Science
Family and Consumer Science
Fashion Merchandising
Fire Technology
Food Service Technician
Foster Care Education
Information/Word Processing
Legal Secretarial
Management, Merchandising

Business Division (Cont.)

Management, Small Business
Management/Supervisory Training
Medical Office
Office Technology
Paralegal Studies
Real Estate

Industrial Technology Division

Automotive Engines
Automotive Body and Fender
Automotive Engine Performance
Automotive Suspension and Brakes
Automotive Program, Toyota Approved
Automotive Transmissions
Computer-Aided Drafting - Architectural
Computer-Aided Drafting - Mechanical
Electrician
Electronics Technician
HVAC Technician
HVAC - Commercial Refrigeration
Technician Option
Industrial Electronics Technician
Industrial Electronics Technician
- Instrumentation and Process
Control Option
Industrial Maintenance Technician
Welding Technology

Science Division

Environmental Hazardous Material
Technology

Social Science Division

Human Services

TRAINING PROVIDER DIRECTORY

Community College Programs

Merced College	Employer-focus Training Center		
<p>3600 "M" Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6243</p> <p><u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p><u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas</p>	Available Services		
	Financial Aid	VA Approved	On-site Child Care
	Job Placement	Career Assessment	Career Counseling
	Internet address: http://www.merced.cc.ca.us/		
	Accreditation: Western Association of Schools and Colleges (WASC)		
	Truck Driver Training	Computers in Business	
	Medical Assistant Training	Legal Office Technology	
	Medical Office Technology		

VOCATIONAL TRAINING DIRECTORY

Private Training Programs

Central Valley Opportunity Center Inc. (CVOC)	Available Services Job Placement Assistance Career Assessment Career Counseling
Merced Center 1748 Miles Court Merced, CA 95340 (209) 385-6524	Internet address: http://www.elite.net/~cvocplan/ Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
Stanislaus Center 701 H Street Modesto, CA 95345 (209) 577-3201	General and Advanced Business Occupations Automotive Service/Repair Lithography/Computer Graphics Welding and Industrial Maintenance
Madera Center 17296 Road 26 Madera, CA 93637 (209) 674-0971	On-the-Job Training Contracts

TRAINING PROVIDER DIRECTORY Private Training Programs

**Friends International
Christian University**

(209) 384-7900
Fax: (209) 384-3251

Job Placement Career Assessment Career Counseling

Career Assessment

Career Counseling

Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)

Biblical Studies

Biblical Studies

Biblical Studies	Biblical Counseling	Church Administration
Religious Education	Theology	Religious Fine Arts

Biblical Counseling Theology

Church Administration
Religious Fine Arts

Biblical Studies	Divinity	Biblical Counseling
Church Administration	Religious Education	Theology
Religious Fine Arts		

Divinity Religious Education

Biblical Counseling Theology

Church Administration	Ministry	Religious Education
Biblical Counseling	Religious Studies	

Church Administration
Biblical Counseling

Ministry
Religious Studies

Religious Education

**Golden State
Truck School**

(209) 722-0121
Fax: (209) 722-0245

Financial Aid VA Approved

VA Approved

Accreditation: Bureau for Private Postsecond-
ary & Vocational Education (BPPVE)

Truck Driver Training

**H & R Block
Tax Training School**

(209) 384-7900
Fax: (209) 384-3251

None

Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)

Taxation

TRAINING PROVIDER DIRECTORY

Private Training Programs

Sierra College Of Beauty

1340 West 18th Street
Merced, CA 95340

(209) 723-2989

Available Services

Financial Aid

VA Approved

Internet address: N/A

Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
National Accrediting Commission of Cosmetology Arts & Sciences
(NACCAS)

Cosmetology
Manicuring

TRAINING PROVIDER DIRECTORY

Regional Occupational Programs

Merced County Office of Education Regional Occupational Programs

632 West 13th Street
Merced, CA 95340
(209) 723-8346

Includes:

Atwater High School

2201 Fruitland Avenue
Atwater, CA 95301
(209) 257-6000

Chowchilla High School

805 Humbolt Avenue
Chowchilla, CA 93610
(209) 665-1331

Dos Palos High School

1701 East Blossom Street
Dos Palos, CA 93620
(209) 392-2131

Golden Valley High School

2121 East Childs Avenue
Merced, CA 95340
(209) 385-8000

Gustine High School

501 North Avenue
Gustine, CA 95322
(209) 854-6414

Hilmar High School

7807 Lander Avenue
Hilmar, CA 95324
(209) 667-5903

Le Grand Union High School

12961 Le Grand Road
Le Grand, CA 95333
(209) 389-9400

Livingston High School

1617 Main Street
Livingston, CA 95334
(209) 394-7961

Los Banos High School

1966 11th Street
Los Banos, CA 93635
(209) 826-6033

Merced High School

205 West Olive Avenue
Merced, CA 95344
(209) 385-6465

Available Services

Counseling for Career Guidance
Vocational Assessment

Placement - by teacher referral

Internet address: <http://www.muhsd.k12.ca.us>

Accreditation: Western Association of Schools and Colleges (WASC)

Courses

Advanced Agriculture Sequence & Computer
Advanced Agriculture Welding
Agriculture Construction and Fabrication
Agriculture Sales & Service
Agriculture Skills
Agriculture Welding
Agriculture Welding & Construction
Art
Auto & Transportation Service
Auto Services I/II
Auto Body
Cabinetmaking I/II
Career In Therapeutic Health
Career Planning
Careers in Accounting
Careers in Criminal Justice
Careers in Infant & Toddler
Computer Applications
Computer Business Applications
Computer Repair & Maintenance
Computerized Drafting I/II
Computer in Agriculture
Construction Technology
Customer Service Representative
Diesel Agriculture Equipment Mechanic
Graphic Arts I/II
Horticulture
Introduction to Careers in Health
Landscape/Gardening
Marketing & Business Management
Marketing (Adult)
Marketing Occupations I/II
Marketing Services
Media Productions
Microcomputer Accounting
Occupations with Children
Office Occupations I/II
Ornamental Horticulture
Power Equipment Technology
Publications
Welding & Fabrication Technology
Welding Technology I/II/III
Working with Children

TRAINING PROVIDER DIRECTORY

University Programs

University of California, Merced	<p>As part of the UC system, the UC Merced Campus is scheduled to admit its first class in 2004 and the University's mission is to provide outstanding educational opportunities for students from the region, the state and the entire nation. As the University of California's only campus in the Central Valley, UC Merced provides an educational network that spans thirteen counties across the San Joaquin Valley and the Southern Sierra Nevada region. UC Merced's regional network will ultimately encompass three centers outside Merced in Bakersfield, Fresno and Modesto. Programs are also offered at the Merced Tri-College Center and at other sites throughout the San Joaquin Valley.</p>
UC Merced P.O. Box 2039 Merced, CA 95344 Tri-College Center 3600 M Street Merced, CA 95340	<p>These interconnected educational centers are critical to UC's mission in the Central Valley. The UC Merced network is designed to meet the specific needs of individual communities while providing a broad spectrum of UC educational services. The new UC campus in Merced is the beacon for all of UC's activities in the Central Valley.</p>

Internet address: <http://www.ucmerced.edu/>

UC Merced, Cal State Stanislaus and Merced College have proudly joined together to form the Merced Tri-College Center, the first facility of its kind in the state. This progressive collaboration provides area residents with one-stop shopping for comprehensive access to higher education, outreach, and information services.

As the anchor for the UC Merced Educational Network, The Merced Tri-College Center will deliver UC Merced educational programming designed to impact students of all ages at sites throughout the San Joaquin Valley.

- ◆ Division of Professional Studies
- ◆ Teacher Professional Development/School Partnerships
- ◆ Degree Programs
- ◆ Transfer Initiatives
- ◆ Student Outreach
- ◆ Research Series
- ◆ Alumni Events

◆ **School University Partnerships**

UC Merced has established unique partnerships with schools in the San Joaquin Valley. These School-University Partnerships offer customized school-centered and professional development programs to meet the specific curricular needs of students, teachers and administrators at selected elementary, middle and high schools. Partnerships have been established in Fresno, Merced, and Kern Counties. New Partnership Programs are being designed for Stanislaus County schools.

◆ **Programs for Professionals**

The Division of Professional Studies is a highly flexible, innovative and progressive unit that easily adapts to its clients' needs. As a member of the UC family of campuses, the division has access to the wealth of educational programs and resources found at its partnering UC campuses. Thus, the Division of Professional Studies can design, develop and deliver a variety of programs to meet the professional development needs of Valley residents.

- ◆ Customized Business Training Programs
- ◆ Principals' Leadership Institutes
- ◆ Professional Development for Teachers
- ◆ Summer Programs for Kids
- ◆ Annual Women in Agriculture Conference



Merced County Occupational Outlook 2002



*Merced County
Department of Workforce Investment*